

**SUMMARY OF THE  
ACCREDITING AUTHORITY COMMITTEE MEETING  
MAY 30, 2001**

The Accrediting Authority Committee (Committee) of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, May 30, 2001, at 2:30 p.m. Eastern Daylight Time (EDT). The meeting was lead by its chair, Mr. Louis Johnson of the Louisiana Dept. of Environmental Quality. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss replacements for the two members whose term of service expires, and to set a three-month agenda for committee discussions.*

**COMMITTEE REPLACEMENTS**

Mr. Johnson led discussion of candidate committee members to replace those whose terms of service have expired. Possible candidates were identified. Mr. Johnson will ask the chair of the Membership and Outreach committee if others have been nominated for these positions as an agenda item at the next meeting of this committee.

**COMMITTEE FUTURE AGENDA**

The committee reviewed the agenda items noted during its meeting at the Seventh NELAC Annual meeting:

1. Development of process for Non-National Environmental Laboratory Accreditation Program (NELAP) Accrediting Authorities to quickly remediate issue(s) of a NELAP Accrediting Laboratory by NELAP Accrediting Authority
2. Review and compare Chapter 6 to National Cooperation for Laboratory Accreditation (NACLA) Standards
3. Assisting with development of standard operating procedure(s) (SOP) for evaluation of Accrediting Authorities

It was agreed that an initial comparison of the NACLA document (item 2) with Chapter 6 should be completed prior to the next meeting of the committee; each participant will share this effort, with an assignment call planned for Friday of this week.

**NEXT MEETING**

The next meeting of this committee is scheduled by teleconference on June 13, 2001.

**Attachment A**

**ACTION ITEMS  
ACCREDITING AUTHORITY COMMITTEE MEETING  
MAY 30, 2001**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1	Mr. Johnson will contact the chair of the Membership and Outreach committee to see nominations for vacancies on this committee have been received.	June 13, 2001
2	Mr. Johnson will check with the NELAC Director on the possibility of appointing a member for a full term who has completed the term of service of another member.	June 13, 2001
3	Mr. Johnson will arrange for a call on Friday (6/1/01) of this week to assign comparison of the NACLA document with Chapter 6 in preparation for the June 13 committee meeting.	

**PARTICIPANTS  
ACCREDITING AUTHORITY COMMITTEE MEETING  
MAY 30, 2001**

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